

YAKAMA NATION HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT



Announcement # 2014-088 Issue Date: 05-23-14 Closing Date: 06-05-14

Bookkeeper IV or Bookkeeper V

YN Fisheries YKFP

Department of Natural Resources

Hourly Wage: DOQ (IV) \$15.29 (V) \$16.85 /Full-Time/Regular

Responsible for complex bookkeeping duties for the Yakima/Klickitat Fisheries Project. Responsible for Financial Reports as required. Assure compliance with all Federal, State, Tribal and Project regulations. **Bookkeeper IV:** Duties include skilled at preparing budget proposals, budget modifications, close out projects and associated subcontracts. Responsible for assurance that data used for financial reports is correct. Duties include maintaining correspondence with various vendors and governmental agencies. Position requires close coordination with the YKFP Program Coordinator, Central Accounting, Grants & Contracts and various sub-contractors for the Yakima/Klickitat Fisheries Project. Employee will work directly with Program Coordinator to assure established policies and procedures of the Yakama Nation and the funding agency are followed. Work is reviewed for accuracy of records and timely reporting according to established rules and regulations. **Bookkeeper V:** Is responsible for financial activities with processing, coordinating and managing various federal/state/tribal funded grants and contracts. Responsible for performing a professional operating level of financial and compliance monitoring of various complex grants/contracts. Duties include contract administration and termination of contract/grants; cost accounting principles, theories, concepts, and practices in funding administration. Assuring needs are met for fiscal audit to complete financial statements. Coordinates activities associated with the preparation of various budgets for grant/contract proposals. Plans, organizes accounting system. Make day-to-day decisions relative to the accounting treatment for financial transactions. Recommend solutions to complex accounting problems. The scope and the magnitude or responsibilities and possible ramifications of decisions make effect the overall fiscal operations of the program and requires an in-depth knowledge of accounting principles and theories involving grant/contract laws, regulations, policies, procedures associated with federal/state/tribal funded programs. Provide assistance and advance regarding complex and unusual problems.

Knowledge, Skills and Abilities:

- Knowledge of J.D. Edwards Finance System, Quicken Cuff Accounting, MS Excel MS Work and software programs required by funding agencies, Grants. Gov and Grants on-line as required by funding agency.
- Knowledge of double entry fund accounting system.
- Knowledge of policies, procedures, and practices applicable to Tribal and Funding Agency requirements of BPA, NOAA, Tribal, WDFW and other funding agencies.
- Ability to plan and organize work and complete tasks independently.
- Ability to maintain and reconcile accounts to general ledger classifies accounting transactions, close accounts and prepare financial reports and statements.
- Ability to analyze financial data researches conclusion and communicates findings both orally and in writing.
- Ability to understand and execute complex oral or written instructions and to apply available guidelines too widely varied situations.
- Ability to work with sub-contractors to prepare budes, receive statement of work and deliverables, prepare budget modifications as required.
- Ability to reconcile cash balance comparing data from Funding Agency to JDE.
- Ability to establish and maintain effective working relationships with co-workers, funding agency, vendors and general public maintain professional attitude at all times.

General Recruiting Indicators:

Bookkeeper IV Minimum: Three years progressively responsible bookkeeping or accounts maintenance with governmental fund accounting or closely related work experience.

Bookkeeper V Minimum: Requirement includes graduation form a four-year college or university with major course work in accounting or a related course, and one year of professional accounting work experience. OR Substitute on month-to-month basis, 4-6 years progressively responsible contract/grant account work experience for minimum education.

Special Requirements:

- Must have strong skills in subcontracting.
- Two years' experience of J.D. Edwards Financial System, Cuff Accounting, MS Excel and MS Word.
- Two years' experience with financial reporting and knowledge of requirements of Federal/State contracts and private funding agencies.
- Must possess a Washington State Driver's License with ability to obtain a tribal permit.
- Required to successfully pass a background check.
- Ability to pass a pre-employment drug and alcohol test.